



JOB DESCRIPTION DEVELOPMENT MANAGER

Reports to : Director of Development and External Affairs

Salary : £32,000, full time

Location : London, UK (hybrid work from home and Soho office) with frequent US travel

Brief description :

The USA has been, for many years, a critical component of ASMF's success. The orchestra's brand, reputation, touring roster and, importantly, fundraising in the USA has benefited from Neville Marriner's outstanding reputation in the USA plus, of course, the Music Directorship of Joshua Bell. The US fundraising function was created six years ago and has become a vital aspect of ASMF's financial mix. ASMF now seeks a motivated, enthusiastic and ambitious individual who can build upon the foundation that has been built over the course of the last six years and who can help take AFASMF into the next phase of its development whilst contributing significantly to the wider ASMF fundraising portfolio. This exceptional opportunity will give the incumbent the opportunity to work and travel with one of the world's most famous cultural exports as it continues to develop and grow its work.

Key responsibilities :

- Managing the servicing, growth and development of the American Friends of the Academy of St Martin in the Fields.
- Stewarding and renewing existing donors to AFASMF.
- Re-recruiting lapsed donors and developing and cultivating the prospect pool to recruit new donors.
- Processing income and ensuring data is logged accurately and appropriately.
- Developing partnerships that enhance the brand and profile of AFASMF with the intent of broadening the audience and the donor base.
- Supporting tours and projects in the USA with events, face-to-face stewardship and donor care.
- Supporting the CEO and the Concerts Team in developing the 'residency model' in the USA.
- Exploring and developing institutional and corporate support in the USA.
- Maintaining and developing the relationship with ASMF's principal donors in the USA, in conjunction with the CEO and Director of Development and External Affairs.
- Maintaining and developing relationships with the US Board.
- Supporting and administrating the work of the US Board with 2-3 meetings p.a. Co-ordinating diary dates and meeting arrangements, preparing papers and grant requests and liaising with the AFASMF Treasurer with respect to banking and filing requirements.

- Mounting 3-4 US fundraising events p.a. with one p.a., we would hope, at the home of Joshua Bell.
- Increasing average annual income to \$500k p.a., during the course of the next 3-4 years.
- Own and develop a portfolio of c20-30 Trusts and Foundations with the intent of building income for both social purpose programmes, as well as the general life and work of the orchestra.
- Supporting the Director of Development and External Affairs in developing and building ASMF's ambition to diversify income streams through transformational projects.
- Work with colleagues to develop fundraising and stakeholder-development opportunities in Europe and around the world, wherever the orchestra is present.
- Supporting the work of the Development Department in general including (but not limited to) : assisting in the delivery of London-based events and contributing to the drive to ever-increase stewardship, financial management and due diligence standards.

Essential:

At least two years' experience in fundraising.

A pro-active, target-driven attitude and the ability to work independently.

Well organised, able to work to multiple deadlines and to prioritise efficiently.

Strong attention to detail and an engaging and compelling presentational style.

A valid passport and the ability to travel.

Desirable:

An interest in classical music and the ability to champion the work of ASMF.

Experience in working in US fundraising.

The ability to work with senior stakeholders independently.

Benefits and terms:

- Salary £32,000 per annum full-time.
- We welcome discussions with candidates relating to flexible hours but would hope for c2-3 days in the London-based office p.w.
- 25 days holiday per year plus public holidays.
- 12 weeks' notice, first three months probationary.
- Enrolment in the Academy's income protection plan and pension plan.

To apply:

Interested applicants should submit a CV with covering letter addressed to Chris Martin at chrismartin@asmf.org.

Closing Date : Friday 6 February, 5pm.

Interviews : w/b 9 and 16 February.

About the Academy of St Martin in The Fields

Founded in 1958 by Sir Neville Marriner, the Academy of St Martin in the Fields has evolved into a musical powerhouse, an orchestra renowned across the world for its commitment to the musical freedom of its players and the sharing of joyful, inspiring performances. Today, with Music Director Joshua Bell, ASMF's player-led approach empowers every member of the orchestra. This creates a direct line and electrifying connection between the orchestra and our audiences, resulting in ambitious and collaborative performances that transcend the more traditional conductor-led model.

Beyond the 85+ performances given in the concert hall each season, our commitment to a social purpose manifests in impactful projects that harness the power of music to empower people. We have a longstanding history of work which connects with people experiencing homelessness, and our education projects develop autonomy and creativity among emerging musicians worldwide.

Our collective artistic responsibility fosters enduring collaborations with world-renowned soloists, exemplified by our 15-year partnership with Music Director and virtuoso violinist Joshua Bell. These collaborations showcase the benefits of trust and true artistic collaboration developed over time.

Building on its rich global legacy, the Academy of St Martin in the Fields remains one of the world's most-recorded orchestras, igniting a love for classical music in people around the world through live performance and digital initiatives. Today, we continue a busy international touring programme alongside a significant presence in the UK – making us one of the country's most celebrated cultural exports.

About our company culture

We believe that we get the best results by involving our musicians in the planning and delivery of our work, and by being open and transparent about the opportunities and challenges faced by the orchestra. Our office team is agile, committed and friendly - we believe in ensuring that people have the opportunities to develop their skills and grow in their roles. The culture is non-hierarchical, and we encourage everyone to share ideas and suggestions for the future of the orchestra. We trust the individuals in our team to deliver their work and to shape their working days in the way that best suits them, with a genuinely flexible approach to office vs home working. We believe that working in our industry should be rewarding and enjoyable, and work hard to ensure our working practices empower our team members so that they can do great work in an environment that is supportive and fulfilling.